

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR ESTABLISHMENT OF PATERNITY, CUSTODY, PARENTING TIME (formerly "Visitation") AND CHILD SUPPORT

STEP 1: Make **2** copies of the following documents after you have filled them out:

- "Summons"
- "Order and Notice for the Parent Information Program"

Make **2** copies of the "Petition for Paternity, Custody, Parenting Time, and Child Support" after you have filled it out.

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• "Family Court Cover Sheet"• "Summons"• "Petition for Paternity, Custody, Parenting Time, and Child Support"• "Order and Notice for Parent Information Program"	SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• "Summons"• "Petition for Paternity, Custody, Parenting Time, and Child Support"• "Order and Notice for Parent Information Program"
SET 3 - COPIES FOR YOU: <ul style="list-style-type: none">• "Summons"• "Petition for Paternity, Custody, Parenting Time, and Child Support"• "Order and Notice for Parent Information Program"	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northeast Court Center
18380 North 40th Street
Phoenix, AZ 85032

The Clerk of the Superior Court
Northwest Court Facility
4264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter at the location where you will file your papers.

FEES: There is a filing fee and service fees for all Petitions. If you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the

Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with cash, check or a money order for the filing fee of \$271.00.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of Copies
- The Other Party's Set of Copies

STEP 4: **SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

STEP 5: **WAIT.** Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a RESPONSE to tell the Court that he or she disagrees with your facts, or objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If NO RESPONSE is filed, you must file papers to tell the Court the other party DEFAULTED - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.